

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130112-9

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OL/RECD-14	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Cost Reduction Program						STATISTICAL	
						<input checked="" type="checkbox"/> NARRATIVE	
						MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		2. ADMIN. GENERAL OTHER (specify) O/PPB	
1		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
4		Annual				1	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		YES		IF YES GIVE ADP PROCESSING NO.		Bureau of the Budget	
		<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
RECD and Branches				None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-14.4	10.39		4		41.56		1 = 41.56
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						41.56	

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Established by D/PPB for evaluation and validation and submission to the Bureau of the Budget.